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Secretariat

22 June 2016

Secretary-General's bulletin

Placement of staff members serving in the Executive Office of the Secretary-General

The Secretary-General, pursuant to General Assembly resolutions 51/226 and 57/305 and for the purpose of establishing procedures for the placement of staff members serving in the Executive Office of the Secretary-General, hereby promulgates the following:

Section 1
Purpose

Pursuant to General Assembly resolution 51/226, the Secretary-General exercises discretionary power of appointment and promotion in respect of staff of the Executive Office of the Secretary-General. The purpose of the present bulletin is to establish procedures for the placement of staff members from the Executive Office of the Secretary-General at the end of their service in that Office, which may occur at any time.

Section 2
Scope

2.1 The present bulletin applies to staff members of the Executive Office of the Secretary-General at the D-2 level and below, including staff in the General Service and related categories, who were recruited through established procedures under staff rule 4.15 or 4.16 and subsequently requested to serve in the Executive Office of the Secretary-General.

2.2 The present bulletin does not apply to staff members of the Executive Office of the Secretary-General who have been recruited externally outside of the established procedures under staff rule 4.15 or 4.16 and whose appointment is limited to the Executive Office of the Secretary-General.

Section 3
Placement of staff from the Executive Office of the Secretary-General

3.1 In exercising the authority vested in staff regulation 1.2 (c), the Secretary-General, as Chief Administrative Officer, shall have the authority to laterally transfer staff members of the Executive Office of the Secretary-General to any of the activities or offices of the United Nations, including to any vacant position in

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any organizational unit or duty station with or without advertisement of the job opening or further review by a central review body. The Secretary-General may also laterally transfer staff members from the Executive Office of the Secretary-General to a suitable job opening in any department or office of the Secretariat that has been advertised at any time during the process before the endorsement of the recommended candidate or candidates by the central review bodies. With regard to locally recruited staff in the General Service and related categories, the authority of the Secretary-General to laterally transfer a staff member from the Executive Office of the Secretary-General shall be limited to suitable vacant positions within their duty station.

3.2 Staff members transferred from the Executive Office of the Secretary-General under the provisions of the present bulletin shall be placed laterally on a vacant position at the grade level that they hold in the Executive Office of the Secretary-General. Before such placement, the Secretary-General shall consult the head of the department or office and the staff member concerned.

3.3 The Secretary-General shall report on the implementation of these procedures to the General Assembly as appropriate pursuant to section VIII of Assembly resolution 57/305.

Section 4
Final provisions

The present bulletin shall enter into force on the date of its issuance.

(*Signed*) **BAN Ki-moon**
Secretary-General